

POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL GUARD
FAMILY READINESS PROGRAM
-FRG Secretary-
(Volunteer Position)
Revised: 2/2013

I. Description. The FRG Secretary is a statutory volunteer serving in an official capacity in direct support of the Service Member & Family Support – Family Readiness Program. The FRG secretary will take accurate notes of FRG meetings and maintain them for future reference and historical purposes.

For further guidance/support contact Family Readiness at 605-737-6089/737-6310/357-2970 or email at ng.sd.sdarnng.list.frsa@mail.mil

II. Chain of Command/Concern. FRG Lead Volunteer, Unit Commander, your Family Readiness Support Assistant

III. Qualifications.

- A. Believe in and support the National Guard Family Readiness Program
- B. Ability to take accurate notes and keep records
- C. Maintains confidentiality and privacy
- D. Willing and able to take appropriate training for the position and update periodically
- E. Complete volunteer application process

IV. Major Responsibilities.

- A. Records accurate minutes of meetings.
- B. Distributes meeting minutes to FRG Lead Volunteer and newsletter publisher.
- C. Maintains a FRG binder with copies of meeting minutes, agendas, sign-in sheets, evaluations and other pertinent FRG information as determined by the FRG.
- D. Maintains confidentiality when necessary.